



WASHINGTON STATE  
ASSOCIATION OF COUNTIES



## Open Government: What Local Government Officials Need to Know About Washington's Public Records Act and Open Public Meetings Act

**November 16 – Wenatchee**  
Wenatchee Valley College

**November 17 – Spokane Valley**  
Centerplace

**November 30 – Longview**  
Cowlitz County Expo and Conference Center

**December 1 – Lynnwood**  
Embassy Suites

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### About this Workshop

Your citizens' first contact with local government often comes by way of meetings or information requests. The Open Public Meetings Act (OPMA) and the Public Records Act (PRA) are your legal framework for citizen access. While most violations of these laws are unintentional, a single misstep can be costly and erode public confidence.

Full compliance with the OPMA and PRA needs to start at the top with you – the elected or appointed public official. To help you maintain the public's trust – and to give everyone the same basic understanding of how the OPMA and PRA work - your association is offering this day-long, low-cost workshop at four locations around the state.

The workshop will focus on practical advice for making your meetings and public records programs run smoothly and efficiently. You'll also learn about actions that may raise concerns. And because the workshop is open to all types of local governments, it's a great opportunity to meet and establish relationships with other local officials in your region.

Workshop highlights include:

- Essential features of an effective public records program
- To go or not to go ... into executive session
- Opportunity to ask legal experts about open government requirements

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## Agenda (Tentative)

8 am	<b>Registration</b>
9 – 9:15am	<b>Welcome and Introductions</b>
9:15 am – Noon	<b>Public Records Act</b> <ul style="list-style-type: none"><li>• What Every Public Office &amp; Public Official Should Know</li><li>• Essential Features of an Effective Public Records Program</li><li>• Real Life Stories &amp; Ask the Panel – Public Records</li></ul>
12 – 1 pm	<b>Luncheon Speaker</b> (lunch provided)
1 – 3:15 pm	<b>Open Public Meetings</b> <ul style="list-style-type: none"><li>• What Every Public Official &amp; Public Employee Should Know</li><li>• To Go or No Go - Executive Sessions</li><li>• Real Life Stories &amp; Ask the Panel – Open Meetings</li></ul>
3:15 – 4 pm	<b>Beyond Meetings &amp; Records</b> <ul style="list-style-type: none"><li>• Responsibilities, Elections, Ethics</li></ul>
4 pm	<b>Adjourn</b>

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## Registration and Fees

Member rate: \$95 per person (member rate available to all sponsoring associations)

Non-member rate: \$140 per person (depending on space availability)

Register [here](#) or at [www.awcnet.org](http://www.awcnet.org)

A fee of \$25 will be charged for cancellations made more than one week prior to the meeting for which you are registered. Cancellations made less than seven days prior to the meeting for which you are registered will require full payment.

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## Questions?

For more information on the workshop, contact Serena Dolly at [serenad@awcnet.org](mailto:serenad@awcnet.org) or 360-753-4137.